

DEPARTMENT OF THE ARMY
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG
Fort Bragg, North Carolina 28307-5000

Regulation
No. 715-3
1999

12 March

Procurement
FORT BRAGG INTERNATIONAL MERCHANT PURCHASE
AUTHORIZATION CARD (IMPAC) INSTRUCTIONS

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*This regulation supersedes Regulation 715-3, this headquarters,

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SECTION I GENERAL

1-1. PURPOSE. To establish policies and procedures for purchases using the International Merchant Purchase Authorization Card (IMPAC) by personnel whose IMPAC cards are issued through the Installation Business Office-Contracting (IBO-C), Fort Bragg, North Carolina.

1-2. REFERENCES.

- a. AR 5-9, Intraservice Support and Installation Area Coordination, 24 Jul 87.
- b. DFAS-IN 37-1, Finance and Accounting Policy Implementation, 18 Sep 95.
- c. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 31 Oct 97.
- d. Army Federal Acquisition Regulation Supplement, 1 Jun 96.
- e. Department of Defense Federal Acquisition Regulation Supplement, 17 Aug 97.
- f. Federal Acquisition Regulation, Jun 97.
- g. XVIII Abn Corps and Fort Bragg Regulation 715-1, Contracting, 6 Nov 98.
- h. Government-wide Commercial Credit Card Service, Contract Guide GS-23F-94031 (current).
- i. DODD 5500.7-R, Joint Ethics Regulation, Standards of Conduct, 30 Aug 93.
- j. 31 USCA s 3528, Responsibilities and Relief from Liability of Certifying Officials, current through P.L. 105-4, approved 3 Mar 97.

1-3. DEFINITION OF TERMS.

- a. Agency Program Coordinator. The individual in the IBO-C that will serve as the focal point for coordination of the IMPAC program for XVIII Airborne Corps and Fort Bragg.
- b. Alternate Approving Official/Certifying Officer. The individual who performs the duties of the Approving/Certifying Officer in his/her absence.
- c. Approving Official/Certifying Officer (AO/CO). An individual who is delegated authority to oversee the performance of those

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cardholders assigned to him/her and serves as liaison with the Agency Program Coordinator and Defense Finance Accounting Service (DFAS). The AO/CO will be senior to their cardholders and in the direct chain of command. The AO/CO cannot be a cardholder. The AO/CO will not make charges on any IMPAC purchase card. The AO/CO will not be a budget official. The AO/CO is appointed in writing by the Director, IBO-C or his designee to certify billing statements for payment by DFAS.

d. Budget Officer. An individual responsible for formulating, programming, and monitoring the execution of the unit's Home Station Training (HST) budget. A budget officer will not be a cardholder or primary or alternate AO/CO.

e. Bulk Funded Document. A DA Form 3953, Purchase Request and Commitment, or memorandum issued by the Resource Management/Comptroller to a cardholder authorizing a specified lump sum of funds for the purchase card for a period of time. Bulk funding documents must be maintained in the cardholder's file.

f. Cardholder. The individual to whom an IMPAC purchase card is issued and procurement authority is delegated. The card bears the cardholder's name and may only be used by this individual to purchase and/or pay for authorized U.S. Government purchases. A cardholder cannot be an AO/CO or budget official.

g. Dispute Office Contact. The AO/CO who coordinates, processes, and monitors all disputed purchases, credits and billing errors.

h. Finance Office Contact. The individual in DFAS responsible for payment of each monthly billing statement certified by an AO/CO.

i. Standard Document Number (SDN). A 14-digit number used with the Army accounting system to match obligations with disbursements.

1-4. APPLICATION. This regulation applies to all acquisitions of supplies, non-personal services, and construction within our area of support as prescribed in AR 5-9, Using the IMPAC Purchase Card.

1-5. DELEGATION OF AUTHORITY.

a. Delegation of Procurement Authority. A document issued by the IBO-C that delegates procurement authority to individuals establishing them as authorized cardholders. This delegation of authority will specify spending and usage limitations, and must be maintained in the file of each cardholder.

b. Appointment as Approving Official/Certifying Officer (AO/CO). A document issued by the Director, IBO-C or his designee that delegates authority to certify billing statements for payment by the

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paying office. This document will be signed by both the AO/CO and the Director, IBO-C or his designee and filed in the paying office.

c. DD Form 577, Signature Card. A document that must be completed by each AO/CO, approved by the Director, IBO-C or his designee, and maintained on file at the paying office.

SECTION II POLICIES

2-1. STANDARDS OF CONDUCT.

a. Each individual directly or indirectly concerned with any phase of purchasing or related activities must comply with the standards of conduct prescribed by the Joint Ethics Regulation (JER). Commanders/supervisors will ensure that a copy of the JER is made available within their activity and that personnel are reminded semi-annually of their duty to comply therewith. Commanders/supervisors must be able to show by some written method (training schedule, memorandum, etc.) that the semi-annual requirement has been met.

b. No Fort Bragg cardholder will issue an order to, nor will any AO attempt to influence a cardholder to issue an order to:

(1) Any person with whom the cardholder or AO seek to do business, is in business with, or has a contractual or other financial relationship with involving other than a routine transaction.

(2) Any person who is a member of the cardholders or AOs household, or who is a relative with whom either the cardholder or the AO has a close personal relationship.

(3) Any person for whom the spouse, parent, or dependent child of the cardholder or AO is seeking to serve, or is serving (to the cardholder's or AO's knowledge), as an officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee.

(4) Any person for whom the cardholder or AO has served as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee within the last year.

c. For the purposes of this paragraph, the term "person" will mean an individual, corporation and subsidiaries it controls, company, association, firm, partnership, society, joint stock company, or other organization or institution, including any officer, employee, or agent of such person or entity.

2-2. NOMINATIONS.

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a. Commanders/Directors will nominate individuals within their organization to serve as AOs/COs, Alternate AOs/COs, and cardholders. This will be accomplished when the individual submits the appropriate IMPAC setup form to the Commander/Director for approval and signature. For Table of Distribution and Allowances (TDA) civilian organizations, the nominating official must be at the Director level or higher. For Table of Organization and Equipment (TOE) units, the nominating official must be grade 05 or higher.

b. Approved setup forms signed by the Commander/Director will be routed through the appropriate Comptroller Office/Resource Management Budget Analyst for approval.

2-3. THE INSTALLATION BUSINESS OFFICE-CONTRACTING (IBO-C).

a. Assist activities in determining cardholder requirements; i.e., number of cardholders required, authorization limits, authorized merchant category codes, etc.

b. Provide and coordinate training of prospective cardholders, AOs/COs, and Alternate AOs/COs.

c. Delegate purchase authority to cardholders.

d. Delegate AO/CO and Alternate AO/CO authority.

e. Establish AO/CO and cardholder accounts upon receipt of approved and completed account setup form (see para 2-2) and documented training.

f. Monitor/manage IMPAC program and resolve problems after AO/CO and cardholders have exhausted all attempts at resolving problems at their level.

g. Maintain statistics (management reports, etc.) relative to the program.

h. Designate individuals within the IBO-C to act as Administrative Account Managers.

i. Conduct surveillance of cardholders' performance to ensure proper controls are in place to prevent potential fraud, waste, and abuse.

j. Provide periodic written updates in the form of a newsletter via the Internet to all AOs/COs.

k. Conduct periodic user meetings with cardholders and AOs/COs in order to address issues/problems.

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1. Provide the IMPAC Purchase Card Roadshow upon request.

m. Interface with Criminal Investigation Division (CID), Internal Review, DFAS, commanders and directors concerning apparent misuse/abuse of the IMPAC card and associated privileges.

2-4. AGENCY PROGRAM COORDINATOR.

a. Function as the primary liaison to the contractor.

b. Serve as the representative on technical matters for the installation program.

2-5. CARDHOLDERS.

a. Safeguard the purchase card and account number at all times. Cardholders will not allow anyone to use their card or account number. Failure to safeguard the purchase card and account number may result in the card being withdrawn from the cardholder.

b. Ensure proper documentation of the following elements prior to making any purchase:

(1) Written transaction register. See Appendix C and D for sample and instructions. Transaction register can be amended to your requirements. Cardholders will keep all backup documentation to support each entry in the transaction register, including, but not limited to, request for engineering work (DA Form 4283), vendor invoice, evidence of receipt at warehouse or other receiving point, and supply (purchase) request.

(2) Written authorization from the AO/CO prior to purchase action. This can be annotated on the transaction register, memorandum, purchase request, or e-mail.

(3) Funds Availability. Funds must be available within the cited funding appropriation for the purchase. Funds will be provided in writing using either a memorandum or a DA 3953 (reference para 1-3e).

(4) Review Federal Logistics (FEDLOG) Data on compact disk and mandatory sources prior to purchasing. If the item is available through mandatory sources and the required delivery can be met, purchase shall not be made from non-mandatory sources. If the item is not available or the required delivery time cannot be met, a

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memorandum, e-mail, or other documentation must be obtained from the source indicating such. This documentation will be filed with all backup paperwork supporting the local purchase.

c. Make purchase card purchases as prescribed in accordance with the training received, to include the guidance contained in the training materials diskette, this regulation, and within the delegated authority. Cardholders will not use the IMPAC purchase card to make purchases of supplies in classes other than those noted herein or in the training diskette without obtaining proper administrative approvals.

d. Not split purchases in order to remain below the single purchase threshold.

e. Ensure receipt of items purchased is within the billing cycle or by the time the monthly report is received to simplify monthly reconciliations. The item must be received or the non-personal service completed before the item appears on the cardholder's Statement of Account (SOA). An exception to this policy would be subscriptions for publications, etc. Orders will not be made using the IMPAC purchase card when vendors are unable to ship the total quantity of the purchase in the same shipment unless: (a) all items purchased will be shipped within the same billing cycle in which they were ordered and; (b) all items purchased will not be shipped within the same billing cycle but the vendor is willing to not bill until all items are shipped.

f. On a case-by-case basis, receive authority to use the purchase card up to \$25,000. The criteria for consideration of this increased authority are:

(1) The card may only be used to pay against contracts, purchase orders, delivery orders, or blanket purchase agreements (BPA). Each of these type documents will contain terms and conditions under which the vendors must perform.

(2) An additional block of training will be completed. This training will be provided by the IBO-C and will address BPAs, rotation of vendors, competition (required when using unpriced BPAs), and reporting requirements (DD Form 1057 reports). The training will further discuss the penalties associated with using the increased threshold for purchases other than those indicated in paragraph 2-5f(1) above.

(3) All requests for a purchase card with a single purchase threshold above \$2,500 will be signed by an O5 or above, be approved by the appropriate resource manager, and indicate what the cardholder will be purchasing and against what contract(s), purchase order(s), delivery order(s), or BPA(s) it will be used.

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g. Review, verify, and reconcile each monthly SOA. Sign the SOA, provide duty telephone number, and attach original copies of the transaction register, receipts (e.g., credit card slips, invoices, and packing slips) and other backup documentation. Forward to the AO/CO within 5 days of receipt in order to ensure prompt reconciliation of AO/CO billing account statement for purchases and/or services performed.

h. When an error in the billing occurs, or if a problem with merchandise or services billed cannot be resolved with the vendor, complete the Statement of Questioned Item (SQI) form and forward it to the IMPAC bank within 60 days. Disputes, if used again, will not be processed by the IMPAC bank after 60 days from the end of the billing cycle when the action being disputed occurred. A copy will be given to the AO/CO. The SQI should be filled out for each individual dispute. Cardholders are responsible for following up on SQIs to ensure those errors in billing and problems with merchandise or services are resolved.

i. Before periods of Temporary Duty or leave, the cardholder will forward all supporting documentation to the AO/CO prior to departure. The cardholder will sign the statement upon return to work.

j. Clear purchase card account through their AO/CO prior to PCS or separation. At the time of clearing, the purchase cardholder will turn the IMPAC purchase card over to the AO/CO. The AO/CO will destroy the card and notify his/her IBO-C Administrative Account Manager via e-mail or memorandum (format shown at Appendix A) of those cardholder accounts that need to be closed.

2-6. APPROVING OFFICIALS/CERTIFYING OFFICERS (AO/CO).

a. Ensure that cardholders assigned to them carry out their duties in accordance with all acquisition regulations, the JER, and good business practices.

b. Have no more than five cardholders assigned to him/her.

c. Not be cardholders or budget officials.

d. Establish procedures for certifying the monthly billing statement in times of absence. Appointment of an Alternate AO/CO is highly encouraged.

e. Not authorize purchases to be split between cardholders in order to remain below the single purchase threshold.

f. Review each cardholder's monthly SOA and backup documentation to ensure all purchases made were for official government purposes and were authorized under governing regulations, CTA, TDA/MTDA or

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TOE/MTOE. In those instances where the AO/CO suspects the cardholder of abusing the authority vested in him/her as a cardholder, conduct appropriate investigations and counsel, recommend disciplinary measures, remove purchase card privileges, or recommend further investigation by CID, whichever is appropriate.

g. Within five days of receipt, forward the original signed Certifying Officer Delegation Letter and DD Form 577, Signature Card, to IBO-C.

h. Approve and certify for payment all current charges for that billing period by: (1) date stamping the billing account statement immediately upon receipt; (2) indicating the amount to be paid in the space provided on the billing account statement and; (3) signing and dating the billing statement. Additionally, a duty telephone number will be included on the billing account statement.

i. Within 15 days of receipt, forward the original certified and date stamped billing account statement directly to the appropriate DFAS office.

j. If the monthly billing account statement has not been received by the 5th working day of the month, call the bank and request a remailing or faxed copy.

k. File a copy of the billing account statement, the cardholder's original SOA, and all supporting documents. Maintain files for review by the IBO-C, Internal Review and audits/inspections, for a period of three years.

l. Serve as Dispute Office Contact. Review and follow up on all pending cardholder disputes to ensure timely resolution. Verify that authorization to pay and/or clear up resolved disputes between cardholder and the IMPAC bank are completed.

m. Be responsible for investigating and resolving cases of improper purchase card use.

n. Collect and destroy the IMPAC purchase cards of his/her subordinate cardholders prior to the cardholder's permanent change of station or separation. Immediately notify his/her IBO-C Administrative Account Manager via e-mail or memorandum (format shown at Appendix A) of those cardholder accounts that need to be closed.

o. Prior to AO/CO permanent departure, prepare a memorandum (format shown at Appendix B) and handcarry to IBO-C Administrative Account Manager. Cardholder accounts must be closed or transferred to another AO/CO prior to the AO/CO's permanent departure.

2-7. COMMANDERS.

a. Incorporate an inspection of the unit IMPAC procedures and program into their Organizational Inspection Program (OIP). To prevent a conflict of interest, an individual that is not an AO/CO or a cardholder should conduct the inspection. The inspection should focus on compliance with the provisions of this and all other applicable regulations and laws.

b. Be responsible for ensuring accountability of property book items purchased by IMPAC cardholders.

2-8. DEFENSE FINANCE ACCOUNTING SERVICE (DFAS). DFAS will make proper payments to the IMPAC contractor in accordance with the Prompt Payment Act (within 30 days from receipt of the monthly billing statement by the Certifying Official). If the Certifying Official fails to date stamp the billing statement upon receipt, the payment due date will be computed from the date the IMPAC contractor prints on the billing statement.

2-9. BUDGET OFFICERS.

a. Provide 50-digit accounting data for each cardholder.

b. Provide bulk funding in writing using either a memorandum or a DA 3953. In order to streamline this process, recommend this be in an amount of not less than the cardholder's 30-day spending authority.

c. Approve all monetary changes by signature or initialing before any IMPAC purchase card accounts are setup or increase/decrease of funds to existing accounts are made.

**SECTION III
GENERAL INSTRUCTIONS**

3-1. TRAINING REQUIREMENTS. All proposed cardholders, AOs/COs, and Alternate AOs/COs shall complete the mandatory IMPAC training. If this training is provided by an installation other than Fort Bragg, a copy of the training certification must be provided to the IBO-C IMPAC agency program coordinator prior to the individual becoming a cardholder or AO/CO.

3-2. IMPLEMENTATION PROCEDURES. Using activities will establish, and maintain on file for review, written internal procedures that will identify:

a. Delivery procedures, to include identification of packages and personnel responsible for verifying receipt and condition of items ordered.

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b. Detailed process to add accountable items to the property books and hand receipts.

c. Procedures for instances of AO/CO and cardholder absences; i.e., appoint and request training for Alternate AOs/COs.

3-3. DOLLAR LIMITS.

a. The single purchase limit is the amount allowed during the processing of a single purchase transaction, whether it is one item or multiple items. Unless specifically authorized in writing, the single purchase limit for cardholders not assigned to the IBO-C will not exceed \$2,500.

b. The 30-day cardholder limit is a budgetary limit established by the AO/CO and coordinated with the appropriate Comptroller or Resource Manager. The total dollar value of purchases for any single billing cycle will not exceed the 30-day cardholder limit.

c. The office limit is a budgetary amount established by the using activity, in conjunction with the appropriate Comptroller or Resource Manager for the AO/CO. The total dollar value of purchases made by all cardholders assigned to the AO/CO during any single billing cycle will not exceed the 30-day office limit.

d. The AO/CO must process any changes to the above limits. The procedure for initiating changes is to complete the maintenance form(s) provided by the IBO-C and forward with the appropriate Comptroller or Resource Management coordination and approval to the IBO-C for encoding into the bank's database.

3-4. STATEMENTS. The IMPAC Contractor will provide two statements at the end of Fort Bragg's billing cycle.

a. The cardholder will receive a cardholder SOA.

b. The AO/CO will receive a billing account statement that is a composite of all their cardholders' monthly transactions. This statement must be date stamped upon receipt, signed and dated by the AO/CO, and forwarded to DFAS within 15 days of receipt for payment.

3-5. AUTHORIZED USE.

a. A personal VISA card with the cardholder's name embossed on the front shall be used only by that individual cardholder. NO OTHER PERSON IS AUTHORIZED TO USE THE CARD, INCLUDING APPROVING OFFICIALS AND COMMANDERS.

b. Authorization is sought automatically for all purchases at the point-of-sale. The bank card authorization system checks each

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individual cardholder's single purchase limit, 30-day limit, office limit, and the type of merchant being utilized before the transaction is approved.

c. Cardholders are required to utilize mandatory sources of supply. Examples of these are General Services Administration (GSA) for tires and chemicals; Federal Prison Industries, Inc. (FPI), also known as UNICOR, for furniture; and National Industries for the Blind/National Industries for the Severely Handicapped (NIB/NISH) for many office supplies. The NIB/NISH requirement can be satisfied by utilizing GSA or the Self Service Supply Center (SSSC) store on Fort Bragg that is operated by the Lion's Club. Only items marked NIB/NISH at the SSSC store are mandatory. NIB/NISH items can also be obtained from numerous office supply stores.

d. Some items authorized for purchase with the IMPAC purchase card are short-term government vehicle leases (not for personal TDY usage); automated data processing equipment (ADPE), hardware and software, with Information Technology Business Center (ITBC) approval; Commander's coins, with appropriate approval; and one-time repair services, to include ADPE repairs (with ITBC approval).

e. Cardholders are authorized to purchase unit crests and insignia made by manufacturers that have been certified by the Institute of Heraldry. Call the Institute of Heraldry at 703-806-4982 for a list of certified manufacturers.

f. Cardholders are authorized to purchase guidons/flags only from vendors that comply with the Institute of Heraldry drawings and specifications. Call the Institute of Heraldry at 703-806-4982 to verify that the vendor is in compliance.

g. Appendix E, Authorized Items Requiring Administrative Approval, lists numerous items which can be purchased using the IMPAC purchase card after obtaining prior administrative approval.

3-6. UNAUTHORIZED USE.

a. Any item for which local purchase is not authorized in accordance with applicable regulations (i.e., AR 710-2, CTA 50-970, CTA-909, etc.) is unauthorized.

b. The card WILL NOT be used for the following:

(1) Cash advances.

(2) Rental or lease of land or buildings.

(3) To purchase any item available in the DOD wholesale supply system with the exception of items that will not satisfy

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mission requirements considering time of expected delivery and cost (see para 2-5b(4)).

(4) To purchase subsistence or lodging unless approved by the IBO-C.

(5) To purchase gasoline or oil for, and repair of, interagency fleet management vehicles.

(6) To purchase telecommunications (telephone) services, i.e., major systems such as FT2000 or DSN, except those items released for purchase by the ITBC/1112th Signal Battalion in accordance with Fort Bragg Memorandum of Instruction (MOI) Number 1-97.

(7) To purchase non-expendable property unless the appropriate property accountability safeguards are included in the internal procedures (see para 3-2).

(8) To purchase any item for which other than appropriated funds are required.

(9) To purchase ammunition or weapons.

(10) To ratify an unauthorized procurement without completing the appropriate FORSCOM form, obtaining legal review, and IBO-C approval.

c. An AO/CO who authorizes items for purchase without proper authority (see paragraph 3-6a above), or a cardholder who makes unauthorized purchases, may be financially liable to the U.S. Treasury Department for the total dollar amount. Additionally, the AO/CO and cardholder may be subject to disciplinary action.

3-7. FEDERAL TAX STATUS. The Federal Government is tax exempt. The cardholder is to inform the vendor of this tax-exempt status. If the vendor refuses to accept this status, the cardholder is not to do business with the vendor. A letter regarding North Carolina state sales tax is available from the IBO-C and can be shown to, or a copy provided to, a vendor.

3-8. LOST OR STOLEN CARDS.

a. It is the responsibility of the cardholder to notify the IMPAC Bank and the AO/CO within one workday after discovery of the loss.

b. The AO/CO will make a written report of the loss to the IBO-C. The report will include the date of loss, location where loss occurred, if known, the last purchase made, and any other relevant information.

3-9. DEPARTURE OF CARDHOLDER. All cardholders will turn in the IMPAC purchase card, receipts and transaction logs to his/her AO/CO prior to departure. It is the AO/CO's responsibility to collect and destroy the cards and to notify his/her IBO-C Administrative Account Manager in writing of those cardholder accounts that need to be closed. See paragraphs 2-5j, 2-6n, and 2-6o for appropriate procedures. If the cardholder is transferring within the Fort Bragg area, see paragraph 3-10 below.

3-10. TRANSFER OF CARDHOLDER TO ANOTHER APPROVING OFFICIAL OR CERTIFYING OFFICER. When a cardholder transfers to a different AO/CO, a written memorandum from the receiving unit, coordinated through the appropriate budget official, must be sent to the IBO-C, with a copy to the previous AO/CO. The memorandum must state the losing AO/CO's name and account number, the cardholder's new mailing address, and the cardholder's 50-digit accounting classification. The change in AO/CO will be completed at the IMPAC Bank at the end of the current billing cycle.

3-11. RECORDS RETENTION. All records covering IMPAC purchase cards (i.e., SOAs, receipts, transaction logs) will be retained by the AO/CO for three years after the final payment.

3-12. INTERNAL CONTROL PROCEDURES. The AO/CO and cardholder accounts will be reviewed by the IBO-C on a random basis. Each account will be reviewed for compliance with this regulation. A checklist will be completed on each account and maintained in the account file. Items of particular interest requiring review are: split or the appearance of split requirements; avoidance of mandatory sources; individuals other than cardholder using the purchase card; timeliness of billing statements to DFAS; and no bulk funding document prior to purchase. The review results will be forwarded to the AO/CO's Commander for review/action. Negative reviews could result in suspension of the cardholder's purchase card and/or the AO/CO's authority.

3-13. INSTRUCTIONS FOR EXERCISES, EDRES, AND CONTINGENCY OPERATIONS.

a. CONUS Exercises/EDREs. Cardholders are authorized to use their purchase cards as long as the cardholder and AO/CO have the capability to reconcile SOAs and certify billing statements.

b. OCONUS Exercises/EDREs. Cardholders are not authorized to use their purchase cards unless the cardholder and AO/CO have the capability to reconcile SOAs and certify billing statements. Units will request Ordering Officers and Class A Agents or Corps Contingency Contracting Section (CCCS) support if this is not possible.

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c. Contingency Operations. Cardholders are not authorized to use their purchase cards unless specifically authorized by the CCCS. The CCCS will coordinate with the IBO-C to cancel or transfer affected accounts.

d. Other Types. The CCCS will provide guidance to cardholders and AOs/COs concerning the use of the purchase card for situations not addressed in the above paragraphs.

(AFZA-IBO-C/Tel 6-4362)

OFFICIAL:
JOHN R. VINES
Brigadier General, GS
Chief of Staff

//s//
CARL PRANTL, JR.
LTC, SC
Director, Information Technology Business Center

DISTRIBUTION:

A

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APPENDIX A
SAMPLE MEMORANDUM

(OFFICE SYMBOL)
(DATE)

MEMORANDUM FOR Installation Business Office-Contracting

SUBJECT: IMPAC Purchase Cardholder Clearing Document

I certify that the following IMPAC purchase cardholder (NAME AND PURCHASE CARD ACCOUNT NUMBER) has:

- a. Completed the purchase transaction log/register.
- b. Turned in ANY outstanding receipts.
- c. Turned in ANY outstanding Statements of Account to my Approving Official.

APPROVING OFFICIAL NAME AND
SIGNATURE

APPROVING OFFICIAL ACCOUNT NUMBER

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APPENDIX B
SAMPLE MEMORANDUM

(OFFICE SYMBOL)
(DATE)

MEMORANDUM FOR Installation Business Office-Contracting

SUBJECT: IMPAC Purchase Card Approving Official/Certifying Officer
Clearing Document

I certify, that as the departing IMPAC purchase card Account
Approving Official, I have:

- a. Turned in ANY outstanding Statements of Account to DFAS.
- b. Turned over to the incoming Approving Official ALL purchase
card records.
- c. In the absence of an incoming Approving Official, turned over
ALL purchase card records to my Commander.

NAME

DEPARTING APPROVING OFFICIAL'S

AND SIGNATURE

NUMBER

APPROVING OFFICIAL'S ACCOUNT

INCOMING APPROVING OFFICIAL'S NAME
AND SIGNATURE

COMMANDER'S NAME AND SIGNATURE

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APPENDIX C

INSTRUCTIONS FOR SAMPLE IMPAC TRANSACTION REGISTER

FEDLOG: Cardholder is responsible for checking the FEDLOG before making any IMPAC transactions. This column is to be initialed by the cardholder to indicate that FEDLOG was checked.

LP AUTHORITY: Approving Official is responsible for providing cardholder with Local Purchase Authority (LPA) for all IMPAC transactions. This column should be used for the number of the regulation that governs the approval for the transaction.

AO SIGNATURE: Approving Official is responsible for providing authorization for all transactions prior to purchase action by the cardholder. This column should be used to reflect the AO's signature. This can be annotated by initials of AO, memorandum, purchase request, or e-mail.

ADMIN APPROVALS: This column can be used by the cardholder to indicate that the proper administrative approvals were received for items that require them. Examples such as cellular telephones, notebook computers, etc., require ITBC approval. All printing services must be routed through Defense Automated Printing Service (DAPS) on Fort Bragg before approval is given to use IMPAC.

PROPERTY BOOK: This column should be used by the cardholder to indicate that accountable property has been reported to the Property Book Officer. The cardholder can insert the date that he reported item(s) to the property book officer and possibly have him/her initial.

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APPENDIX D
SAMPLE IMPAC TRANSACTION REGISTER
FOR THE PERIOD: _____

[illegible]

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APPENDIX E
AUTHORIZED ITEMS REQUIRING ADMINISTRATIVE APPROVAL

<u>Item/Service</u>	<u>Approving Activity</u>
Advertising in Newspaper On DD Form 1535	GC/Activity Commander
Bottled Water	Public Works Business Center, Environmental Health
Coins/Trophies/Awards for Military Members	General Officer (Reference memorandum dated 30 April 1997, subject: Award of Trophies and Similar Devices in Recognition of Accomplishments.)
Maintenance and Repair of Fire Extinguishers	Call IBO-C for name and phone number of current vendor
Printing Services from Vendors Other Than the Defense Automated Printing Service (DAPS)	Defense Automated Printing Service (DAPS)
Portalets	Call IBO-C for name and phone number of current vendor
Seasonal Decorations (Christmas, Easter, etc.)	Reference GAO decision 67 Comp. Gen. 87 (1987) (Refer to this for guidance)
Training Requirements for Military Personnel (\$2,500 or less)	G-3/DPT Training Division
Training Requirements for Civilian Personnel (\$2,500 or less)	Individual's Commander or Director